



## Executive Administration

October 12, 2007

**RE: Request for Proposal (RFP) – Adult Education Centers located at DWDD’s One-Stop Career Service and Satellite Centers that will provide Adult Basic Education, GED Preparation and (Optional) GED Testing**

Dear Prospective Bidder:

The Detroit Workforce Development Department, a Michigan Works! Agency (DWDD), in cooperation with the Detroit Workforce Development Board (DWDB), is issuing a Request for Proposal (RFP) for Adult Education Centers located In DWDD’s One-Stop Career Service Centers and One-Stop Satellite Career Service Centers. DWDD, with oversight from the Detroit Workforce Development Board, currently operates two one-stop career service centers and two one-stop satellite career service centers that provide workforce development services to employers and job seekers. DWDD will develop four Adult Education Centers that will provide participants with Adult Basic Education (ABE), General Educational Development (GED) Preparation, and (Optional) GED Testing. The education provided will promote the economic self-sufficiency of Detroit residents and provide qualified workers to local employers. A total of approximately \$1.4 million is available for funding the centers.

DWDD is seeking proposals from organizations that possess the skills, expertise, experience, and capacity to provide and offer innovative and effective methods for administering Adult Basic Education (ABE), GED preparation and (optional) GED testing to a wide range of diverse groups, particularly those characterized as “hard to serve” customers. Organizations submitting a proposal for this RFP should commit to the following:

- Agree and adhere to DWDD’s Mission, Value System, and Operating Principles;
- Have the ability to provide adult education services that place the participant as the primary focus in the learning environment;
- Have the ability to implement adult education principles and to provide services that are easily accessible to adults and individuals with learning disabilities, in a setting and timeframe that accommodates adults’ availability including evening and Saturday classroom sessions;
- Include a curriculum design that incorporates real-life experiences with an emphasis on critical thinking and problem solving, and that provides for differences in learning styles, cultural backgrounds and gender differences;



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- Demonstrate collaborative working partnerships with faith-based and community organizations, and a working partnership with the educational community;
- Have the willingness to care about participants as individuals and engage in multiple teaching techniques, while establishing a supportive climate characterized by sincere praise, realistic evaluation and the willingness to become actively involved in participant learning;
- Provide participants with both day and evening classes;
- Increase participants' reading and math skills to the high school level;
- Develop and implement a retention strategy that will identify action steps the proposer will take to encourage continuous attendance and achievement of goals by the participant; and,
- Commit to continuously enhancing DWDD's Adult Education Center design.

The successful bidder must have the ability to work cohesively and cooperatively with DWDD staff and management. The contract year for the Adult Education Centers will be October 1, 2007 to September 30, 2008, contingent upon the availability of funds, with an additional two-year extension possible.

The Adult Education Centers must be located in one of DWDD's One-Stop Career Service Centers, or One-Stop Satellite Career Service Centers. Those sites are located at the following addresses:

DWDD One-Stop Career Service Centers  
\*9301 Michigan Avenue, Detroit, MI, 48210  
\*5555 Conner Ave. Detroit, MI, 48213

DWDD One-Stop Satellite Career Service Centers  
\*707 W. Milwaukee, Detroit, MI, 48202  
\*455 W. Fort Street, Detroit, MI, 48226

The RFP package will be available for pickup on Monday, October 15, 2007 and thereafter, Monday through Friday, 8:30 a.m. – 4:00 p.m., at the following location:

Detroit Workforce Development Department, a Michigan Works! Agency  
Operations Division  
707 W. Milwaukee Avenue (corner of Third Avenue), Second Floor,  
Detroit, Michigan 48202.

The RFP is also available by e-mail from [dorlinr@detroitmi.gov](mailto:dorlinr@detroitmi.gov), and on the world wide web at [www.detroitmi.gov/employtrain](http://www.detroitmi.gov/employtrain).

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KWAME M. KILPATRICK, MAYOR



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A Bidders' Conference is scheduled for Friday, October 26, 2007 at the above address, in the first floor conference room from 10:00 a.m. to 11:30 a.m. Questions regarding this RFP may be directed to Robert E. Shimkoski, Jr., Manager I, Operations Division, at (313) 876-0584, ext. 217 or by email to [Rshimkoski@detroitmi.gov](mailto:Rshimkoski@detroitmi.gov). Questions regarding this RFP will answered at the Bidders' Conference. After this date, the Detroit Workforce Development Department will not entertain questions. Completed proposals must be submitted no later than Thursday, November 15, 2007, 4:00 p.m., at the following location:

Detroit Workforce Development Department, A Michigan Works! Agency  
Operations Division  
707 W. Milwaukee (corner of Third Avenue), Second Floor  
Detroit, Michigan 48202

Exceptions will not be allowed, and there is no appeal for not meeting the deadline.

The selected proposal will form the basis for negotiations with the Detroit Workforce Development Department to develop a contract between the service provider and DWDD. The RFP does not commit DWDD to award contracts, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies. DWDD reserves the right to accept or reject any or all proposals received as a result of these requests, to negotiate with all qualified sources, and to cancel in part or in entirety the RFP, if it is in the best interest of DWDD to do so.

The Detroit Workforce Development Department is an equal employment opportunity employer and program operator and does not discriminate on the grounds of race, color, sex, sexual orientation, religion, national origin, height, marital status, arrest record, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 "PRWORA," in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any PRWORA-funded and non-PRWORA-funded program or activity.

Auxiliary aids and services will be made available upon request to individuals with disabilities. Inquiries may be directed to the Operations Division at (313) 876-0584, extension 214, the Michigan Relay Center at 1-800-649-3777 for Voice and TTY information. Information for this RFP will also be made available in alternative format upon written request.

Sincerely,

Sharon McPhail, Esq.  
General Counsel

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